

The Department of Transportation
Federal Aviation Administration
Office of Aviation Safety

Quick Reference Guide



External User Account Registration



AVS Provisioning Service

Process Overview:

The AVS-PS system automates the external user provisioning process. FAA AVS Point of Contact (POC) personnel authorize new external user accounts and access to applications.

After account initiation by the POC, the system generates secure email notification to external users with account information. External users then register their accounts via the external AVS portal: <https://avsportal.faa.gov/>

External users may accomplish a variety of tasks to maintain and update accounts using this system.

Additional Assistance:

A detailed audio tutorial of this process is available on the AVS-PS external site, <https://avsportal.faa.gov/> under the **Resources** column. Click on **Tutorials**.

OR

Technical assistance is available from the AVS National IT Service Desk:

Email – 9-NATL-AVS-IT-ServiceDesk@faa.gov

OR

Telephone – 1-877-AVS-NSD1 (1-877-287-6731)

External User Account Registration

Your Point of Contact (POC) begins your account registration process and then the system generates an email to you with information regarding how to register your account. You may begin the registration process immediately after receiving this email. You must complete this process within thirty (30) days.

Your Point of Contact has initiated account creation

1 message

Ahnnie Bester,

Gloria Wheaton from the Federal Aviation Administration has authorized you to use the following FAA AVS Application(s):

SharePoint

Once the Account Registration process has been completed, your AVS User ID will be sent to you via e-mail.

Please click on the following link to complete account registration:

[Click Here](#)

Your email address is: Ahnnie.Bester@gmail.com

Your temporary password is: E79E9DDF3138

For technical assistance, please contact:

AVS Support Central

Phone: (405) 954-7272

Email: 9-AMC-AVS-Support-Central@faa.gov

NOTE: You will need the temporary password from this email in order to register your account. The <[Click Here](#)> link in this email provides direct access to the registration process.

I. Click on the <Click Here> link in the email to access the AVS-PS portal for External Users.

II. The **Account Registration** page displays. Enter your email address and the temporary password from your POC email. Click <NEXT>.

Account Registration

Enter your e-mail address and the temporary password that was e-mailed to you in order to complete the account registration process.

Email Address

Temporary Password

Next

Please do not use the back button on your browser.

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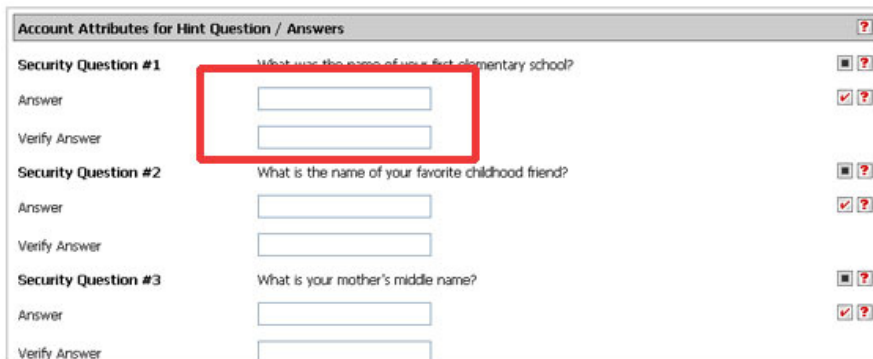
Note: Do not use your browser's "back" button. If you need to exit the system, click the "X" in the upper right corner of the browser window. The browser window closes and your entries are **not** saved.

III. The **Additional Account Information** page displays with security questions. **Answer** the security questions and confirm each answer in the <Verify Answer> field. Choose answers you can remember. Answers are **case sensitive** and must be typed exactly the same in each <Verify Answer> field.

 : Help  : Required Input Field  : Numeric Field  : Read Only Field

Additional Account Information

Your answers to the following questions will be required to access this site's Self Service Password Reset process. Be sure to provide answers that do not change and that you can remember. Note that your answers are **Case Sensitive**.



Account Attributes for Hint Question / Answers	
Security Question #1	What was the name of your first elementary school?
Answer	<input type="text"/>
Verify Answer	<input type="text"/>
Security Question #2	What is the name of your favorite childhood friend?
Answer	<input type="text"/>
Verify Answer	<input type="text"/>
Security Question #3	What is your mother's middle name?
Answer	<input type="text"/>
Verify Answer	<input type="text"/>



Security Question #4	What is your favorite color?
Answer	<input type="text" value="...."/>
Verify Answer	<input type="text" value="...."/>
Security Question #5	What was the color of your first car?
Answer	<input type="text" value="....."/>
Verify Answer	<input type="text" value="....."/>



Please do not use the back button on your browser.

Click <NEXT> after all answers are complete.

IV. Enter and confirm new password in fields provided.

Requirements for a secure password include:

- A minimum of eight characters
- No words from Webster's English Language Dictionary
- No proper names, places, or calendar dates
- Three of the following four types of characters – lower-case alpha, upper-case alpha, numeric, and at least one symbol

Passwords must be changed at least every ninety days and must not be used again for at least ten changes.

 : Help  : Required Input Field  : Numeric Field  : Read Only Field

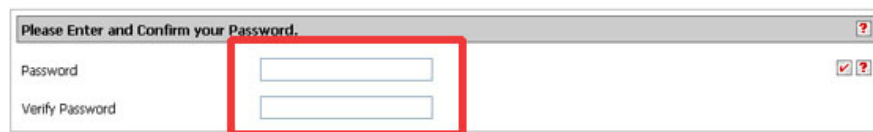
Enter A New Password That You Will Remember

Password Strength Requirements

Passwords shall be a minimum of 8 (eight) characters in length. Passwords shall not be a word in the standard Webster's English Language Dictionary, and shall not be a name, place, or calendar date.

The password must contain 3 (three) of the following 4 (four) types of characters within the password string: Lower-case alpha, Upper-case alpha, Numeric, and Symbols (required).

Passwords are required to be changed at a minimum every 90 days. The system keeps a password history for each user account, and does not allow use of the same password for 10 changes.



A screenshot of a web form titled "Please Enter and Confirm your Password." It contains two input fields: "Password" and "Verify Password". A red rectangular box highlights both input fields. To the right of the "Verify Password" field, there are two small icons: a checkmark and a question mark.

[Next](#)

Please do not use the back button on your browser.

Click <NEXT>.

V. Your new account is registered. You have also reset your password and your account name is emailed to you. **Click <OK>** and you return to the **AVS-PS Main Menu**. The account registration process is complete.

 : Help  : Required Input Field  : Numeric Field  : Read Only Field [logout](#)

Account Registration Confirmation

Thank you Ahnnie Bester. You have successfully registered your profile and reset your password. Your account name will be emailed to you.



A blue rectangular button with the text "OK" in white, outlined with a red border.

Please do not use the back button on your browser.

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